

MARCIA A. LECLERC
MAYOR

HEALTH
DEPARTMENT

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

Phone: 860.291.7324
Fax: 860.291.7326

www.easthartfordct.gov

The East Hartford Health Department has moved to an online system for foodservice license applications and renewals.

In order to apply for any type of foodservice license (restaurant, grocery, itinerant, temporary), you will need to access the Town's online permitting portal at the following link:

<https://easthartfordct.viewpointcloud.com/>

If you have not used this system before, you will need to create a user account by clicking on the "Sign Up" button located in the top right corner of the webpage.

Once you have created an account, you can click on the "EH Food Establishment Application" button. From there, you will be brought to an informational page. Once you have reviewed the informational page, you may click on the "Apply Online" button to be brought to the actual application pages where you will be able to enter all of the information regarding your establishment. Please be prepared to upload/attach copies of important documents that might be applicable to your application such as:

- A floor plan of the foodservice area, drawn to scale, showing all foodservice equipment, storage areas, etc.
- Copies of your menu or lists/descriptions of the foods items you will be preparing/selling
- Copies of your Certified Food Protection Manager certificate (Class 2,3, and 4 licenses)

Once you have submitted your application online, Health Department staff will review it to verify that it is complete and that all necessary information is included. If anything is missing, you will receive an email requesting additional information. Once all of the required information has been submitted, you will receive an email notifying you that payment is due (license fee and plan review fee if applicable).

Foodservice license renewals will also now be processed online. All foodservice licenses expire on December 31st of each year. Renewal notices will no longer be mailed to establishments in November as they have in the past. Instead, you will receive an email notifying you that it is time to renew your license. The email will contain a link directing you to the renewal portal of the ViewpointCloud website. You will have the option to complete the payment of your renewal online, or you may also mail/drop off a check to the Health Department after initiating your renewal online.

If you have any questions about this process, please feel free to contact the East Hartford Health Department at (860) 291-7324.